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16 December 1955

MEMORANDUM FOR: Chairman, Incentive Awards Committee

SUBJECT: Minutes of 8 December 1955 Meeting

1. The CIA Incentive Awards Committee met on Thursday, 8 December 1955 at 2:30 P.M. in Room 242, Curie Hall with [REDACTED] as Acting Chairman. The following members or alternates were present:

25X1A

25X1A

25X1A

25X1A

25X1A

Personnel
Training
Communications
DD/P
Logistics
DD/I
MS-Incentive Awards Staff

* [REDACTED] is the new member from DD/I replacing [REDACTED] resigned.

2. Suggestions No. 820 and 1159 were deferred for further investigation before presentation to the Committee.

3. Recommendation by AD/OBI for a performance award to [REDACTED] for savings in NIS Gazetteer printing cost was discussed. The recommendations of Mr. James A. Garrison, Chief of Logistics concerning [REDACTED] Assistant to the DD/I (Admin.) concerning [REDACTED] were considered and approved by the Committee. Both noted that [REDACTED] and [REDACTED] did a worthy and highly commendable job; however, it was felt that it was within the normal duties of their positions. The Committee decided that a cash award for superior performance was not in order. However, they did feel that letters of commendation should be sent to both of these men and that the originator of the recommendation should be notified of its disposition.

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4. The Committee approved the following employee suggestions and recommended the action shown:

965	Suggestion approved but no cash award recommended--commendatory letter.
1277	Comendatory letter--no cash award

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1486	\$15.00
1521	\$10.00
1532	\$20.00 (\$10.00 Each)
1821	Original suggestion modified in its adoption to such a degree that no award is in order
1828	\$150.00

5. The Committee approved the recommendation of the evaluating offices for non-adoption of the following employee suggestions:

153	1488	1954
180	1566	1966
1161	1599	2004
1397	1934	

Suggestions 1483 and 1931 were disapproved for adoption; however, the Committee recommended letters of thanks for the amount of effort put forth.

6. After much discussion of the pros and cons of the value of complete processing of so-called insignificant suggestions even though they may be award cases, it was recommended by the Committee that the Incentive Awards Staff make suggestions for streamlining the processing of employee suggestions. In particular, [REDACTED] felt that some suggestions should be recognized as being not worth the time required for evaluation and disposed of by Incentive Awards Staff before too much time had been spent on them by coordinators and evaluators.

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[REDACTED]
Executive Secretary, Incentive Awards Committee

25X1A

APPROVED:

[REDACTED]
Chairman, Incentive Awards Committee

22 Dec. 1955
Date

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